



Court of Appeals, Division One

Position: Administrative Assistant III

Salary: \$37,080/year (\$17.8273/hour), working 40 hours per week

First Review Date: Friday, January 7, 2022. Position open until filled.

Do you enjoy varied duties and the challenge of providing support to multiple people? Do you have an interest in the legal field or experience in a court environment? This may be the position for you. The Court of Appeals, Division One is seeking a full-time administrative assistant. The position will be responsible for maintaining the filing of court case files, and retrieving files as needed. This position will also be responsible for administrative filing, creation of reports, scheduling meetings, tracking training requirements, tracking technical inventory, maintaining user accounts and licenses and assisting with website maintenance. Additionally, this position is a back-up for making deposits.

The ideal candidate will have strong attention to detail, experience with MS Office applications, a high degree of comfort with computer applications, administrative experience, strong communication skills and the ability to work well as part of a team in a busy professional environment.

Applicants must have a high school diploma (college degree preferred) and be able to work 8 hours each day between the hours of 8AM and 5PM Monday through Friday in the office.

Applicants should include the following:

- Resume
- Letter of interest

Review full job posting here: [AZ State Jobs - Administrative Assistant III Job Posting](#)

Please apply here: [AZ State Jobs - Administrative Assistant III Application](#)

Resume and letter of interest can be sent to hr@appeals.az.gov **AS A SUPPLEMENT TO THE ONLINE APPLICATION.**

This position is open for both internal and external recruitment, and only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodations to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interview panels.

The court offers an excellent benefits package that includes a choice of plans for optional medical and dental insurance, deferred compensation, flexible spending accounts, life insurance, long and short-term disability, discounted bus fares and an employee assistance program. Participation in the Arizona State Retirement System (ASRS) is required. In addition, the court's leave policy includes ten paid holidays and annual accrual of vacation and sick leave, based on length of service.

The Court of Appeals, Division One is an Equal Employment Opportunity/Reasonable Accommodation Employer. Everyone is encouraged to apply and compete for jobs. If you require assistance at any stage of the application/exam process due to an accessibility issue, please contact the Human Resources Department by phone at [\(602\) 452-6708](tel:6024526708).